

**Minutes of the
Oglethorpe County Library Board of Trustees
Meeting, January 16, 2001**

DRAFT

Present: Susan Robertson, Sonja Chow-Thompson, Elmer Trumbull, Betsy Cook, Barbara Davenport, Barbara Cabaniss, Catherine Drewry, Chairman Wingate Downs, Howard Shapiro, ARLS Dir. Kathryn Ames, Branch Liaison Mary Jean Hartel, Branch Manager Janet Burroughs.

Minutes from the October 2000 studied and approved.

Branch Manager report: see attachment

Board suggests that the book discussion group write a short review for selected books for publication in the Oglethorpe Echo.

Trustee Term and Funding Agency regulations were discussed. K. Ames suggested that Pam Blake would know the particulars of each members appointment.

Regional Board Report: presented by Kathryn Ames.

50/50 maintenance grant was discussed. Repair bills must be a minimum of \$5000.00 to meet grant requirements. This will require a guaranteed \$2500 in local funding. Deadline for the grant proposals are February 15 and April 16. K. Ames suggested that the board delegate a committee to request to be placed on the next County Commissioners meeting agenda to discuss funding. Steps that need to be taken include: identifying the repair problem, obtaining estimates, receiving confirmation from the BOC that they will provide matching funding. K Ames is willing to meet with commissioners to fully explain the grant requirements and funding needs.

Susan Robertson and Wingate Downs will meet with the commissioners.

Viburnum Advocacy Grant: "Libraries of the Future"

ARLS was one of only a few library systems selected in the state to receive funds to pair a "mentor" to assist and develop a plan of action and to train Trustees, Friends members, etc. for efficient library advocacy. Our mentor is from Phoenix, AZ and will meeting with our delegation on March 19, 2001 in Madison County to begin training.

YTD Financial report: see attachment.

Pines:

ARLS has been approved for Pines membership. New "Pines" library cards have arrived. "Going live" has been pushed back from March 1 to August 1. K Ames insists that our system must be on board by July 1 to prevent addition maintenance fees from being paid to Dynix.

Report from Officer Nomination Committee: presented by Betsy Cook. Members were Betsy Cook, Barbara Cabaniss and Susan Robertson. They recommended and nominate Catherine Drewry to be the new Chairperson, Susan Robertson to be the Vice Chair, and Roger Neesmith to be the Secretary. Board voted unanimously to elect these officers to the respective positions.

Old Business:

The board needs to replace Ruth Bloom in our Regional Board position. Board voted unanimously to select Howard Shapiro to be the remaining term.

Ruth's seat on the local board still needs to be filled. Notice will be placed in the Oglethorpe Echo for submission of applications.

New Business:

Constitution and By-Laws need to be updated. Catherine Drewry will head up the committee of Barbara Davenport, Sonja Chow-Thompson with Elmer Trumbull as an alternate. K Ames will obtain samples for the committee to review.

Publicity:

Suggested that the library be more visible in the Oglethorpe Echo with notices of Best Sellers, new titles added to the collection, book reviews, announcements of library events.

\$3000 book purchase.

Discussion of book plate wording. "Purchased by funds donated by Oglethorpe County Library Patrons," was suggested by Howard Shapiro. Board voted unanimously to accept this wording.

Legislative Luncheon: January 25, 2001.

Catherine Drewry and Wingate Downs will represent our board. Topics of discussion will include:

- ✓ .07 per capita increase in materials
- ✓ state level Young Adult Coordinator needed
- ✓ SRC funding increase
- ✓ Matching funds for new construction
- ✓ Revolving fund for building repairs.

Howard Shapiro moved that meeting adjourn. 2nd by Betsy Cook.

Respectfully submitted by

Janet A . Burroughs

Oglethorpe County Library
P.O. Box 100
858 Athens Rd.
Lexington, Georgia 30647
(706) 743-8817

March 28, 2001

Members, Oglethorpe County Library Board:

The regular quarterly board meeting will be held Tuesday, April 17, at 4:00 p.m. in the library meeting room. Enclosed is a proposed agenda. Please contact Jan Burroughs at the library if you have additional items you wish to be included on the agenda. Also enclosed you will find prospective board member applications, and the proposed revised Constitution and Bylaws (note 2 choices given with regard to officers). Please review these materials.

Oglethorpe County Library
P.O. Box 100
858 Athens Rd.
Lexington, Georgia 30648

Oglethorpe County Library Board Meeting
Proposed Agenda
April 17, 2001

Call to order

Review and approve minutes of January 16 meeting

Public Input

Branch Manager's Report

OLD BUSINESS:

- 1) Status of air system repair, other building / grounds maintenance issues
- 2) Elect new board member
- 3) Vote on revised Constitution and Bylaws

NEW BUSINESS:

Director's Report

Budget revision - surplus due to change to PINES system - use to raise salary and hourly rate for branch manager and assistants?

Report on Legislature Day

Report on Viburnum Advocacy seminar

Other?

Adjourn

Oglethorpe County Library Board

Constitution and Bylaws

(Adopted November 18, 1986)

(Amended July, 1989)

(Amended October 3, 1989)

(Revised February, 2001)

Constitution

ARTICLE I

This organization shall be known as the Oglethorpe County Library Board.

ARTICLE II

The object of this organization shall be to furnish a complete library service to the people of Oglethorpe County, both adult and juvenile, under the terms and regulations set forth by the Constitution and Bylaws of the Athens Regional Library System and the laws of the State of Georgia governing public libraries. (Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated, amended March 26, 1984.)

These Constitution and Bylaws are companion documents to the Constitution and Bylaws of the Athens Regional Library System and are intended to clarify local practices and the relationship of the local library to the regional system. There is to be no conflict between provisions of these Constitution and Bylaws and those of the Athens Regional Library System. If inadvertent conflict occurs, the Regional Constitution and Bylaws shall govern.

The Oglethorpe County Library shall offer a full program of library service to all citizens of the county to meet their informational, educational, and recreational needs.

ARTICLE III

The Oglethorpe County Library is a member of the Athens Regional Library System under the terms of the participating agreement.

ARTICLE IV

Section 1. The governing body shall be a Board of Trustees composed of eleven (11) members appointed by the governmental agencies financially supporting the library on a regular basis. Seven (7) shall be appointed by the Oglethorpe County Board of Commissioners, three (3) by the Oglethorpe County Board of Education and one (1) by the City of Lexington as commensurate with the amount of regular funding provided by each body. All appointments shall be for a five (5) year term, unless the appointment fulfills an unexpired term. Board members may serve for a total of two (2) full terms. This is in addition to any time that they may have served fulfilling the unexpired term of a former member.

Oglethorpe County Library Board

Constitution and Bylaws

(Adopted November 18, 1986)

(Amended July, 1989)

(Amended October 3, 1989)

(Revised February, 2001)

The Library Board may make recommendations to the above authorities for filling of all vacancies, but the recommendations shall not be binding on the respective authorities. The term of any member of the Board of Trustees who fails to attend three (3) consecutive regular quarterly meetings shall terminate upon the third failure and a vacancy shall exist. A letter reporting the removal and specifying the cause shall be sent to the affected Board member and to the appointing authority. This vacancy shall be filled in accordance with the above policy.

Section 2. The Board may appoint as advisors to the Board former members who are no longer able to be active and certain citizens displaying an interest and love of the Oglethorpe County Library. These advisors may attend any local meeting without vote.

Section 3. Any person appointed to the Oglethorpe County Library Board must be a resident of Oglethorpe County. If he or she moves legal residence outside the county, he or she shall be replaced on the Board.

Section 4. Board members shall receive no compensation but may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business, or if stipulated in the terms of any bequest or gift. Membership dues or fees for individual membership of board members in state, regional, and national library associations may be paid from operating funds.

ARTICLE V

Section 1. The officers of the Board may be composed in one of two ways. The Board is left to select which offices it elects. 1)The officers of the Board shall be comprised of a Chairman, Vice-chairman, and Financial Officer, who shall be elected annually from the members of the Board, and will serve as the Executive Committee. The Branch Manager shall serve as Recording Secretary in a non-voting capacity. 2)As an alternative, the Board may choose to elect a Chairman, Vice-chairman, and Secretary. In this case the Branch Manager will not serve as Recording Secretary, while the Vice-chairman will assume the duties of the Financial officer. All officers may be reelected at the will of the Board of Trustees. The duties of the various officers shall be those set forth in Roberts Rules of Order, which shall be the parliamentary authority of the Board of Trustees.

Section 2. The Executive Committee, composed of the officers of the Board, shall be entrusted to govern in the name of the board of Trustees between meetings of the Board.

Oglethorpe County Library Board

Constitution and Bylaws

(Adopted November 18, 1986)

(Amended July, 1989)

(Amended October 3, 1989)

(Revised February, 2001)

Bylaws

ARTICLE I. Duties and Responsibilities of Board Members:

Section 1. The Board shall hold quarterly meetings on the third Tuesday of the months of January, April, July, and October in the Oglethorpe County Library or other place designated by the Board; and the Chairman or the majority of the trustees are empowered to call such special meetings as they deem necessary upon the notification of the members as well as the county's legal organ at least twenty-four(24) hours in advance. A sign must also be posted at the library at least twenty-four (24) hours in advance of any called meetings.

Section 2. New members will begin terms at the start of the January meeting. Also at this meeting, the nominating committee will present the proposed slate of new officers for the coming year. Officers will be voted on at the April meeting and will assume duties beginning with the July meeting.

Section 3. The primary obligation of all members is to attend all meetings, providing thoughtful input as needed to address issues facing the board.

Section 4. A quorum of the Board for the transaction of business shall be six members.

Section 5. Three members of the Athens Regional Library Board are drawn from the Oglethorpe County Library Board of Trustees. They shall be entrusted with representing and interpreting the interests of the Oglethorpe County Library to the Regional Board.

Section 6. The Oglethorpe County Library Board of Trustees shall set local policies and practices when there is no Regional Library System policy governing that area of service.

Section 7. The Oglethorpe County Library Board of Trustees shall discharge those duties delegated to it by the Athens Regional Board of Trustees. All formal actions of the Oglethorpe County Library Board of Trustees taken in discharging those duties shall be reported to the Regional Board of Trustees for approval and recording at their next meeting.

Section 8. The Oglethorpe County Library Board of Trustees shall review, make recommendations and subsequently approve County Library Budgets prepared by the Regional Library System Director, and shall present the library's fiscal needs to its supporting agencies.

Section 9. The Regional Library System Director shall be notified in advance of all meetings of the Board or committees.

Oglethorpe County Library Board

Constitution and Bylaws

(Adopted November 18, 1986)

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(Revised February, 2001)

ARTICLE II. Officers

Section 1. The Chairman shall preside at all regular or called board meetings. He or she shall appoint all committees and shall be an ex officio member of all committees. As an ex officio member, he or she has all the rights and privileges of a regular member, including the right to vote. The chairman will also appoint three members to the Athens Regional Library Board. He or she shall also notify the proper appointing authorities of vacancies which may occur on the County Library Board.

Section 2. The Vice-Chairman shall preside in the absence of the Chairman. All other duties of the Vice-Chairman shall be assigned by the Chairman.

Section 3. The Recording Secretary shall be the branch manager who will record the official actions of the board, keep a record of attendance at Board meetings, and have the custody of the official books, which shall be housed in the County Library. The Recording Secretary shall send copies of the minutes of all meetings to the Director of the Athens Regional Library System. He or she shall report changes of membership to the director.

Section 4. The Financial Officer shall head a financial committee to review expenditures, budgetary needs, and overall fiscal soundness. This committee shall plan for both short-term and long-term financial needs as developed according to planned growth for the library program. Together with the Chairman, he or she shall present financial needs for planned growth to the local funding agencies.

ARTICLE III. Library Staff

Staff members shall include librarians, branch managers, and assistants as needed to provide an effective program of library service. All employees are covered by the Athens Regional Library System Personnel policy. The Regional Library Board delegates the authority for all employment actions to the Athens Regional Library System Director who will make recommendations for employment in consultation with the local board.

ARTICLE IV. Reports

The Oglethorpe County Library Board shall submit all reports requested by the Athens Regional Library System to provide the information necessary to complete reports required by state, federal, or local laws or regulations, or to manage the Regional Library System in an organized, efficient manner.

Oglethorpe County Library Board

Constitution and Bylaws

(Adopted November 18, 1986)

(Amended July, 1989)

(Amended October 3, 1989)

(Revised February, 2001)

ARTICLE V. Amendments

The Constitution and Bylaws may be amended at any regular quarterly meeting of the Board, with a quorum present, by a two-thirds vote of the members present, provided a twenty day notice in writing has been submitted or mailed to each member of the Board of Trustees. Such notice must include the exact proposed change or changes. All amendments to the Constitution and Bylaws will be filed with the Director of the Athens Regional Library and the Office of Public Library Services, Board of Regents, University System of Georgia.

Oglethorpe County Library

Application for appointment to
Oglethorpe County Board of Library Trustees

NAME Nancy D. Meyer DATE 3-22-01
(Please Print)

ADDRESS 495 Meyer Farm Rd TELEPHONE _____ (W)
Winterville, Ga. 30683 742-2286 (H)

The Board looks for candidates who want to be enthusiastic representatives of the library for many reasons. Please take a few moments to complete the following questions:

1. Why do you want to be a Trustee? Because I am a regular patron
and am interested in supporting library services.

2. What specific qualities or experiences make you especially suited for this position? I taught
primary + elem. school for 8 years and used books daily with each class. I have
a love of books and read daily with my son, who also is a lover of books!

3. What groups or organizations are you associated with, either as a current or past member? I am a
member at OCPs, a volunteer at ARMC and with Oglethorpe Comm. Christmas
I am also a Parent Advisory member at OCPs

4. What is your occupation? Homemaker / long term sub OCPs

5. How long have you been a resident of Oglethorpe County? 32 yrs.

6. Please indicate areas of interest serving the library as a Trustee:

Fundraising _____	Finance/Budgeting _____	Public Relations _____
Gov't Relations _____	Personnel _____	Building/Grounds <input checked="" type="checkbox"/>
Long Range Planning <input checked="" type="checkbox"/>	Program Development (Library Sponsored Community Events) _____	

(see back)

7. Other areas in which you would be interested in serving: _____

8. Please offer any additional information you think would be appropriate for our consideration. _____

Return this application with your resume to :
Oglethorpe County Library
Attn: Jan Burroughs, Branch Director
P.O. Box 100
Lexington, Ga. 30648

Thank you for your interest in the Oglethorpe County Library. If you have any questions about the library, please call us at (706) 743-8817.

Oglethorpe County Library

Application for appointment to
Oglethorpe County Board of Library Trustees

NAME Mary Ann Crawford

(Please Print)

DATE 3-29-01

ADDRESS 337 East Church St.

TELEPHONE N/A (W)

Lexington, GA 30648

743-8960 (H)

The Board looks for candidates who want to be enthusiastic representatives of the library for many reasons. Please take a few moments to complete the following questions:

1. Why do you want to be a Trustee? I believe the public library is a very important resource for Oglethorpe County; it provides services to citizens of all ages, especially children. I am eager to serve my community and supporting this resource. I'm willing to give my time and effort in any way needed to further the success of the library.
2. What specific qualities or experiences make you especially suited for this position? Master's degree in education; 30 years experience in ^{education} the Oglethorpe County School system, 26 years
3. What groups or organizations are you associated with, either as a current or past member? Member Oglethorpe County Board of Health, Phi Delta Kappa, Delta Kappa Gamma (Honorary), Social Issues Collaborative, Lexington Baptist Church
4. What is your occupation? Retired School Social Worker / Oglethorpe Co. schools
5. How long have you been a resident of Oglethorpe County? 31 years
6. Please indicate areas of interest serving the library as a Trustee:

Fundraising _____

Finance/Budgeting _____

Public Relations _____

Gov't Relations _____

Personnel ☒

Building/Grounds ☒

Long Range Planning ☒

Program Development (Library Sponsored Community Events) ☒

(see back)

7. Other areas in which you would be interested in serving: Any areas needed-

8. Please offer any additional information you think would be appropriate for our consideration. _____

I'm retired and have time and interest in supporting the Oglethorpe
Library-

Return this application with your resume to :
Oglethorpe County Library
Attn: Jan Burroughs, Branch Director
P.O. Box 100
Lexington, Ga. 30648

Thank you for your interest in the Oglethorpe County Library. If you have any questions about the library, please call us at (706) 743-8817.

**Minutes of the
Oglethorpe County Library Board of Trustees
July 17, 2001
4:00 PM
AMENDED**

Called to Order: Catherine Drewry

Present: Chair Catherine Drewry, Greg Jones, Roger Neesmith, Nancy Meyer, Mary Ann Crawford, Betsy Cook, Howard Shapiro, Barbara Davenport, Sonja Thompson, Wingate Downs, ARLS Director Kathryn Ames, FOL president Gwen Lott, Branch Manager Janet Burroughs.

Minutes from April 17, 2001 meeting were reviewed. Howard Shapiro called attention to the "three absence" rule of the Library Board by-laws. Motion made by Roger Neesmith to accept the minutes as presented. 2nd by Howard Shapiro. Trustees voted unanimously to accept the minutes.

Public Comments: None

Branch Managers Report: presented by Janet A. Burroughs. (See attachment)

Revision of Constitution and by-laws: Sonja Thompson explained a few updates and changes to the current by-laws. 1.) Removal of excessive verbiage, 2.) Change in officers, 3.) Change of meeting date, 4.) Date new officers assume position.

Roger Neesmith questioned whether we had board representation from all funding agencies. Catherine Drewry explained that we only had to have representatives from "significant contributors." It was the boards' desire that the "revised" by-laws and constitution reflect this decision. The board also commented on the need to make sure that the whole county is equally represented, male/female, geographic area, racially.

Howard Shapiro moved that we accept the revised Constitution and by-laws. No second was needed; vote was unanimous to accept the revisions as discussed.

FY2002 Budget: Discussion of the Board of Education funding of the library. \$15,000 "cap" was discussed. Dr. Willis and the BOE need to know what the library provides for Oglethorpe's K-12 residents. Catherine Drewry discussed her presentation to the Board of Commissioners and the services the library provides all residents of the county. As a result of her presentation the BOC agreed to fund the expanded budget that included a pay increase for employees and an additional 19-hour/week position.

Board discussed the municipalities' contributions to the library. Lexington has made an annual \$500 contribution for several years. Maxeys has voted to make an annual \$100 contribution. Crawford will decide on a \$500.00 annual contribution at

their September meeting. Arnoldsville will be solicited for a \$100.00 annual contribution at their next meeting. Shapiro moved that the board accept the 2002 Budget. 2nd by Downs. Board voted unanimously to approve the new budget.

Board Officers: Due to the resignation of Susan Robertson, Catherine Drewry suggested that the board choose a new Vice Chair/ Financial Officer and make firm the decision concerning the Secretary's position. Wingate Downs volunteered to be the Vice-chair/ Financial Officer, and Roger Neesmith agreed to take the office of Secretary. Motion to accept made by Howard Shapiro, 2nd by Greg Jones. Vote was unanimous to accept. These two positions as well as the Chairman will make up the Library Board's Executive Committee.

New Business:

Director's Report: Presented by Kathryn Ames.

PINES library cards will be issued starting August 1, 2001 Patron Overdue and Lost Amnesty Days will be the August 1 through August 11. (See yellow sheet for more PINES implementation schedule.) Mrs. Ames noted that the state of Georgia was picking up the entire cost of the PINES conversion, Software, Hardware, Training, etc. ARLS would have had to abandon DYNIX in the near future, due to size and age of system. The PINES program enables Athens Regional to receive a new system at savings of over \$500,000.00.

Financial Report (pink sheet)

Library Patron Survey: (blue sheet)

Oglethorpe Circulation: (gold sheet)

Friends of the Library Report: made by FOL president, Gwen Lott

The Oglethorpe County Public Library Friends group has completed it's Mission Statement, By-Laws and Constitution, Certification of Incorporation, and received an EIN from the IRS, and opened a checking account. FOLUSA newsletter has been subscribed to.

The Kickoff Supper at Granny's Kitchen was well attended with 22 present. A gift basket was given away. The Official annual meeting will be held Thursday, July 19, 2001 at 7:00 at the library. A group from the Madison County FOL group will present a program and share their struggles and successes.

Gwen has been accompanying the bookmobile to its Oglethorpe County stops and conducting a storytime. Gwen noted that bookmobile patron's are not the typical library user.

**Minutes of the
Oglethorpe County Library Board of Trustees
October 16, 2001
4:00 PM**

Call to Order: Catherine Drewry

Present: Chair Catherine Drewry, Greg Jones, Roger NeeSmith, Nancy Meyer, Betsy Cook, Howard Shapiro, Barbara Davenport, ARLS liaison Mary Jean Hartel, and Branch Manager Jan Burroughs

Excused Absence: Mary Ann Crawford

Absent: Barbara Cabaniss, Sonja Chow, and Wingate Downs

Approval of Minutes of Prior Meeting: Jan Burroughs read Minutes of July 17. A motion to amend the minutes, as follows, was made by Greg Jones and seconded by Howard Shapiro. The Board approved the motion.

- Add Wingate Downs as present at the meeting.
- Change the second paragraph sentence under heading, **FY2002 Budget**, "Crawford will decide on a \$500.00 annual contribution at their August meeting." to reflect "...at their September meeting."
- Change the first sentence under heading, **Board Officers**, from "Due to the death of Susan Robertson..." to "Due to the resignation and subsequent death of Susan Robertson..."

A motion to accept the minutes as amended was made by Howard Shapiro and seconded by Greg Jones. The Board approved the motion.

Public Input: Greg Jones reported on an incident that happened during a meeting of the Republican Party at the Library. A female patron disrupted the meeting by becoming belligerent and, at times, intimidating. This prompted the question whether a protocol was in place to deal with hecklers. It was noted that she had every right to be there since every meeting at the Library is open to the public. However, as also noted, she does not have the right to disrupt a meeting and be discourteous to others. Mary Jean Hartel stated that ARLS is currently working on a policy to address this problem. She will make a report at next meeting.

Branch Managers Report: Presented by Jan Burroughs. Included Jul - Sep circulation statistics, library activities, upcoming events, community collaborative/family connection, Career Opportunity Center, and supplemental book purchases. (see attached).

Old Business

Status of \$3000 allotted for book purchase: We still have \$1553 to spend. Approximately \$680 of that balance has been earmarked for 34 titles. A problem currently exists in getting book data entered in PINES. There is approximately a six months backlog.

Budget 2002 Review Proposal: The 2002 budget shows a line item expenditure of \$6500 under

Regional Share. In the past, this amount was \$9000. This decrease in budgeted expenditures provides us with an extra \$2500.

Jan Burroughs stated that all computers are now filtered. Originally, the intent was to filter only children and young adult (11 to 17 years of age) computers. If need be, the filters can be removed from the other computers. A discussion ensued regarding who was paying for the filtering, but no one seemed to know. Catherine Drewry asked if we needed more computers. Jan said we could always use more. However, it was decided that we wouldn't know if we have excess funds to purchase new computers until we determine who is paying for the filters.

New Business

Director's Report: Presented by Mary Jean Hartel. Due to the economic situation, there will be a 2 1/2 percent reduction in the state budget this year and a 5 percent reduction next year. It will probably come out of materials. A discussion ensued regarding the possibility of FOL making up the difference by building a collection, e.g. children's collection.

An updated list of board members, including terms of appointment, needs to be compiled and distributed.

Performance reviews have been conducted on all staff as of 7/1/2001.

Financial Report: (gold sheet) 7/1/01 - 9/30/01

Oglethorpe Circulation: (pink sheet) FY (Jul - Jun) 95 through 1st qtr (Jul - Sep) 2002. Sep 2002 figure is obviously wrong. Mary Jean will check and make correction on next report.

Friends of the Library: Report made by Greg Jones. Approximately one-third of the trees ~~has~~ ^{have} been pruned. Also, the sunshine garden has been weeded and cleaned. The FOL plans to replant using low maintenance, evergreen plants. Gip Marchette of Wolfskin Growers will donate the plants and Greg will donate the mulch.

The scarecrows out front are being sponsored by the FOL as a fundraiser. The winner will be determined by who collects the most dollars.

Blinds have been ordered for the door.

Drinks for Teen Read Week purchased by Gwen Lott, FOL president.

Other Business: Betsy Cook noted that we owed Jan Burroughs a big thank-you for drying out the books. *from Crawford Menard.*

Next meeting will be the 3rd Tuesday, January 15, 2002.

Adjournment: Howard Shapiro moved that we adjourn. Barbara Davenport and Betsy Cook seconded. Adjourned at 5:20 PM.